
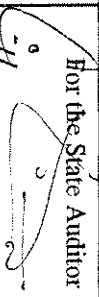
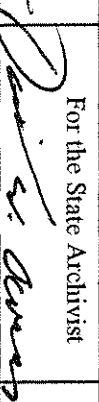


SEATTLE DCLU
Records Retention and Disposition Schedule
Regulating Land Use

Ref. Chapter 40.14 RCW
 Print Date : April 25, 1999

Item No.	Record Series Title & Description	OPR OFM	Retention Period for Primary Copy	Location of Other Copies	Remarks
00047	Abstract Map Files: Handwritten property abstracts and maps from the earliest platting.	OPR	Permanent. Archival		Portions are endangered and should be conserved and restored where possible by professional conservators as quickly as possible before they are lost beyond recovery.
00049	Board of Adjustment Decisions: Decisions made on land use issues and code interpretations made until the early 1970's.	OPR	Retain until superceded or obsolete, potentially Archival.		
00060	Cancelled Project Information for Land Use or Zoning Permits (MUP type documentation) or Building Construction Permits:	OFM	1 years after cancellation.		
<div> <div>For the Attorney General</div> <div>  Responsible Officer </div> </div> <div> <div>For the State Auditor</div> <div>  Responsible Officer </div> </div> <div> <div>For the State Archivist</div> <div>  Action by Local Records Committee </div> </div> <div> <div>Disposition Authority Number</div> <div>59908</div> </div>					

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00051	Code Interpretation Decisions Related Background Materials: Includes comment letters, exhibits of appeals not incorporated into the decision, documentation of notices, plaintiff letters, documents by the parties.	OPR	Microfilm and dispose of hard copy 5 years after decision or final appeal.		Exhibits of appeals not incorporated into the final decision may be disposed of 6 months after the hearing examiner decision.
00050	Code Interpretation Decisions: Includes interpretation decisions, hearing examiner appeals and decisions, settlement agreements.	OPR	Permanent and microfilm		
00039	Committee Minutes, Environmental Critical Areas, Zoning : Meet to refine gray areas in ECA ordinances.	OPR	Retain until obsolete or superseded.		Potentially archival. Current records maintained electronically. Older records maintained in hardcopy.
00037	Curb-Cut Permits: These applications are reviewed and issued for SPU.	OPR	6 years		
<div> <div>For the Attorney General <i>RFB</i> Responsible Officer</div> <div>For the State Auditor <i>[Signature]</i> Responsible Officer</div> <div>For the State Archivist <i>[Signature]</i> Action by Local Records Committee Approved <input checked="" type="checkbox"/> Not Approved <input type="checkbox"/> Approved as Amended <input type="checkbox"/></div> <div>Disposition Authority Number <i>59908</i></div> </div>					

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00038	Environmentally Critical Areas (ECA) Exemptions: Issued if applicant can show a property does not have characteristics of the ECA it is within. Includes also tree cutting permits.	OPR	Permanent. Microfilm or electronically image.		If electronically imaged this record must be microfilmed within 10 years of imaging.								
00055	Establish Use for the Record: Process for establishing an after the fact permit, usually for non-conforming usage. Includes research decision letters, photographs.	OPR	5 years		Microfilm decision letters. Dispose of all hard copy after 5 years.								
00001	General Correspondence/ Non case specific: May also include staff issues and procedures, copies of letters developed for signature by Mayor or directors. Kept frequently as desk files.	OFM	1 year after current year		Correspondence of significance may be kept for up to 5 years								
00046	Historical Master Use Permit Index: Predates current data base index system with some overlap. Kept on 4x6 cards until 1983.	OFM	Retain until obsolete or superseded.		If the records being indexed are disposed of then the index can be disposed of. Potentially archival.								
00035	House Barge Documents: All information relating to the permit issuance for allowing the mooring of a barge acting as a floating residence	OPR	Retain as long as the life of the House Barge										
<table><tr><td>For the Attorney General <i>RE: Barge</i></td><td>For the State Auditor <i>11</i></td><td>For the State Archivist <i>David L. Anderson</i></td><td>Disposition Authority Number 59908</td></tr><tr><td>Responsible Officer <i>David L. Anderson</i></td><td>Responsible Officer</td><td colspan="2">Action by Local Records Committee Approved <input checked="" type="checkbox"/> Not Approved <input type="checkbox"/> Approved as Amended <input type="checkbox"/></td></tr></table>						For the Attorney General <i>RE: Barge</i>	For the State Auditor <i>11</i>	For the State Archivist <i>David L. Anderson</i>	Disposition Authority Number 59908	Responsible Officer <i>David L. Anderson</i>	Responsible Officer	Action by Local Records Committee Approved <input checked="" type="checkbox"/> Not Approved <input type="checkbox"/> Approved as Amended <input type="checkbox"/>	
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00036	Land Use Certificates: To determine last legal use of a property.	OPR	Permanent or microfilm and dispose of hardcopy.		If electronically imaged this record must be microfilmed within 10 years of imaging. Photographs are potentially archival.
00002	Land Use Correspondence Project Specific: Reading file duplicate of information kept in MUP files.	OFM	1 year after current year		
00053	Legal Building Site Letter: Official Department opinion letter for the potential use of a building site. Includes Development Potential Letters.	OPR	3 year and microfilm or electronically image.		If electronically imaged this record must be microfilmed within 10 years of imaging.
00042	Liquor License Land Use Review: Review process only. No permit is issued.	OFM	Dispose of after review.		
00041	Log of MUP Counter Telephone Calls:	OFM	1 month		Dispose of after recording is acted upon
<div> <div>For the Attorney General Responsible Officer <i>[Signature]</i></div> <div>For the State Auditor Responsible Officer <i>[Signature]</i></div> <div>For the State Archivist Action by Local Records Committee Approved <input checked="" type="checkbox"/> Not Approved <input type="checkbox"/> Approved as Amended <input type="checkbox"/></div> <div>Disposition Authority Number <i>59908</i></div> </div>					

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00040	Log of MUP Counter Visits.	OFM	One month after current month		
00031	Major Institution Master Plans	OFM	Until superseded or obsolete.		May be kept for library or informational material. Potentially archival.
00027	Master Use Permit Files: Includes permits, decision and analysis letters, SEPA records and studies and determinations, transportation studies, other technical studies (e.g. noise and electromagnetic), design board decisions, reviews by other departments or agencies (fire, water, drainage, city light), pre-application conference notes, recorded parking covenants, recorded easements, recorded short plats, recorded lot boundary adjustments (LBA's), any other recorded documents, photographs, information similar to the above listings for cancelled projects.	OPR	Microfilm or electronic image. Dispose of hard copy 5 years after issuance		Retain hard copy for projects of significance and public interest. Photographs are potentially archival. If electronically imaged this record must be microfilmed within 10 years of imaging.
<div> <div>For the Attorney General</div> <div>Responsible Officer <i>[Signature]</i></div> </div> <div> <div>For the State Auditor</div> <div>Responsible Officer <i>[Signature]</i></div> </div> <div> <div>For the State Archivist</div> <div>Action by Local Records Committee</div> </div> <div> <div>Disposition Authority Number</div> <div>59908</div> </div>					
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00028	Master Use Permit Plans: Plans in support of Master Use Permit Files	OFM	Dispose of after approval of permit		Permanent plan copies are kept by Regulating Construction Division.
00029	Master Use Permit Short Term Files: Includes zoning and master use permit correction sheets, SED right of way correction sheets, affidavits of publication, mailing lists, records of hours spent on a project, receipts, billing letters, notes.	OFM	3 years after issuance.		
00045	Open Space Remainder Lot Applications: This is a type of lot boundary adjustment. Includes request letter from City Parks Department, analysis letters and plat form. Plat form is recorded.	OPR	Microfilm or electronically image and dispose of hard copy after recordation.		If electronically imaged this record must be microfilmed within 10 years of imaging.
00054	Rebuild (Zoning Compliance Letter): Official Department opinion letter regarding the rebuilding of a site to its previous use.	OPR	3 year and microfilm or electronically image.		If electronically imaged this record must be microfilmed within 10 years of imaging.
<div> <div>For the Attorney General</div> <div>For the State Auditor</div> <div>For the State Archivist</div> <div>Disposition Authority Number</div> </div> <div> <div> <i>[Signature]</i> Responsible Officer </div> <div> <i>[Signature]</i> Responsible Officer </div> <div> <i>[Signature]</i> Action by Local Records Committee Approved <input checked="" type="checkbox"/> Not Approved <input type="checkbox"/> Approved as Amended <input type="checkbox"/> </div> </div> <div> 59908 </div>					

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00034	Shoreline Exemptions: Small projects that are granted an exemption where no shoreline impact is determined. Includes photos.	OPR	Microfilm or electronically image and dispose of hardcopy. Retain photographs permanently.		Photographs are potentially archival.
00030	State Environmental Policy Act (SEPA) Public Information Center Register, Informational copy only. Records and Documents and General Mail Releases: Includes SEPA studies, determinations and checklists, for other city agencies which are held as an information service only..	OFM	3 years		Originals of these documents are kept with the originating entities.
00052	Zoning Letter: Official Department opinion letters for a zoning inquiry commissioned by the public.	OPR	Microfilm or electronically image and dispose of hard copy in 3 years		If electronically imaged this record must be microfilmed within 10 years of imaging.

For the Attorney General <i>Re. B. M. W.</i>	For the State Auditor <i>For</i>	For the State Archivist <i>For</i>	Disposition Authority Number 59908
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Responsible Officer <i>By date 10/11/11</i>	Responsible Officer	Action by Local Records Committee Approved <input checked="" type="checkbox"/> Not Approved <input type="checkbox"/> Approved as Amended <input type="checkbox"/>
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For the Attorney General	For the State Auditor	For the State Archivist	Disposition Authority Number
Responsible Officer <i>R.F. B. M. D.</i>	Responsible Officer <i>[Signature]</i>	Action by Local Records Committee Approved <input checked="" type="checkbox"/> Not Approved <input type="checkbox"/>	Approved as Amended <input type="checkbox"/> <i>59908</i>
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